



DEPARTMENT OF THE ARMY
HEADQUARTERS, 69TH AIR DEFENSE ARTILLERY BRIGADE
BUILDING 275 BATTALION AVENUE
FORT HOOD, TEXAS 76544


AFVL-GSB-CO

13 October 2009

MEMORANDUM FOR All 69TH Air Defense Artillery Brigade Assigned Soldiers and Civilians

SUBJECT: 69TH Air Defense Artillery Brigade Policy Letter #69-1 Commander's Open Door Policy

1. My office is open any time to soldiers of this command who wish to address grievances or concerns. Individuals desiring to see me should do so by scheduling an appointment through my Adjutant. If the need is urgent, come find me and I'll make time to see you. If you cannot find me, call me at (254) 833-4971. Prior authorization from your unit to visit me is not required, but keeping your chain of command informed for accountability purposes is always required. Prior to departing the unit, tell your first line leader, first sergeant, and commander where you are going.
2. This policy is not intended, and should not be used, to circumvent the chain of command. It is designed to foster open communication and to encourage you to discuss cases where the sensitivity or personal nature of the issue would otherwise discourage you from coming forward.
3. Soldiers are the Army's number one resource and my number one concern. Use your chain of command when they can help. Come see me when they can't.
4. You may contact the BDE Adjutant for an appointment at (254)288-6962.



JAMES H. JENKINS III
COL, AD
Commanding